

**Oxfordshire County Council Public Health Commissioned Services
Dynamic Approved Provider List (DAPL) Framework Agreement for the
Provision of Community Health Care Services - Payment Process 2024/25**

- Payments will be allocated per commissioned Service / Call-off Contract.
- The Council will send the Service Provider a remittance advice detailing the amount being paid for each commissioned Service. This will be monthly or quarterly depending on the Service.
- The Service Provider does **not** need to raise a separate invoice for any Services delivered under the DAPL Framework Agreement and associated Call-off Contracts
- For the Emergency Hormonal Contraception (EHC):
 - The Council will aim to pay the Service Provider within 10 working days of the data submission from PharmOutcomes to the Council;
 - Service Provider can only claim for one quarter in arrears.
- For the Needle Exchange Programme – Sterile Works from Oxfordshire Premises (SWOP) and Supervised Consumption of Opiate Substitute Therapy:
 - Payments will be made quarterly in arrears on receipt of data collected on the Councils data system, currently PharmOutcomes;
 - The Service Provider can only claim quarterly in arrears; there will be no late payments made for data entered after the deadlines detailed below.
- Any queries regarding payments or remittance advice notes should be via the Councils Integrated Business Centre (IBC) self-service: <https://selfserve.hants.gov.uk/supplier> or sent to the Councils Public Health team:

Service	Contact	Email	Telephone
EHC	Liz Benhamou	Liz.benhamou@oxfordshire.gov.uk	07392 318956
Supervised Consumption of Opiate Substitute Therapy	Sarah Maitland	Sarah.maitland@oxfordshire.gov.uk	07392318976
SWOP	Sarah Maitland	Sarah.maitland@oxfordshire.gov.uk	07392318976

- The Service Provider is required to submit/upload the data as outlined below for each commissioned Service:
 1. [Emergency Hormonal Contraception \(EHC\)](#)
 2. [Needle Exchange Programme – Sterile Works from Oxfordshire Premises \(SWOP\)](#)
 3. [Supervised Consumption of Opiate Substitute Therapy](#)
- For the purpose of this document, a quarter is defined by the Council as the following:
 - Quarter 1 (1st April to 30th June)
 - Quarter 2 (1st July to 30th September)
 - Quarter 3 (1st October to 31st December)
 - Quarter 4 (1st January to 31st March)

Emergency Hormonal Contraception (EHC)

The Service Provider shall upload data for the previous month's activity onto PharmOutcomes by the 1st of each month within the timeframes set by the Council which are listed below.

The Council will endeavour to pay Service Providers monthly if the data is made available in time, however the following deadlines must be met for reporting and monitoring purposes.

Month Activity	Provider Deadline
April	1 st May 2024
May	1 st June 2024
June	1 st July 2024
July	1 st August 2024
August	1 st September 2024
September	1 st October 2024
October	1 st November 2024
November	1 st December 2024
December	1 st January 2025
January	1 st February 2025
February	1 st March 2025
March	1 st April 2025

Payment for delivery of the EHC Service under this Contract will be:

- A consultation fee of £22.50
- Re-imburement of drug costs for Levonelle or EllaOne at the drug tariff price plus VAT at 5% if emergency hormonal contraception is provided
- Initial set up fee of £110.00 which will include attendance at a local training event and cascade of information to all employees delivering the Service

Payments will be made monthly in arrears within 28 days of receipt of the relevant activity monitoring reports (for the previous month) and will commence from the date the Service Provider starts delivering the specified Service.

Needle Exchange Programme - Sterile Works from Oxfordshire Premises (SWOP)

The Provider shall submit a minimum data set for each transaction which should be recorded within the calendar month of the transaction occurring for reporting and monitoring purposes, using the web-based system provided by the Commissioners (currently PharmOutcomes);

Data will be collected for payment from the system 28 days after the quarter end; see deadlines below:

Month Activity	Provider Deadline
April	28 th July 2024
May	28 th July 2024
June	28 th July 2024
July	28 th October 2024
August	28 th October 2024
September	28 th October 2024
October	28 th January 2025
November	28 th January 2025
December	28 th January 2025
January	28 th April 2025
February	28 th April 2025
March	28 th April 2025

Payment will be made according to the number of transactions recorded on the system. One transaction is defined as providing one individual with one or more needle exchange SWOP packs or items and where applicable the return by that individual of their needle exchange waste. Where this information is not input onto the system within the required timescales the Council will not reimburse payments resulting from late data entry.

The information required for each transaction may be developed to reflect the Council's monitoring requirements along with the development of newer monitoring systems.

A fee of £2.30 per transaction will be paid, quarterly in arrears.

The Service Provider shall expect payment within 28 days of receipt of the relevant activity monitoring reports.

Supervised Consumption of Opiate Substitute Therapy

The Provider shall submit a minimum data set for each transaction which should be recorded within the calendar month of the transaction occurring for reporting and monitoring purposes, using the web-based system provided by the Commissioners (currently PharmOutcomes);

Data will be collected for payment from the system 28 days after the quarter end; see deadlines below:

Month Activity	Provider Deadline
April	28 th July 2024
May	28 th July 2024
June	28 th July 2024
July	28 th October 2024
August	28 th October 2024
September	28 th October 2024
October	28 th January 2025
November	28 th January 2025
December	28 th January 2025
January	28 th April 2025
February	28 th April 2025
March	28 th April 2025

Payments will be made according to the number of individuals supervised for that month, and as such the data entered onto this system will determine the level of payment to each Service Provider. Where this information is not input onto the system within the required timescales the Council will not reimburse payments resulting from late data entry.

The information required for each transaction may be developed to reflect the Council's monitoring requirements along with the development of newer monitoring systems.

A fee of £32.03 per individual per month will be paid, quarterly in arrears.

The Service Provider shall expect payment within 28 days of receipt of the relevant activity monitoring reports.

In addition to the payment per quarter, the Council may at its discretion offer Service Providers the opportunity to periodically access: (i) training grants of £500 for attending Council agreed sessions, up to a maximum of once a year (please contact Turning Point for this training); or (ii) training grants of £1,500 where the Service Provider completes the RCGP Part 2 Certificate in the Management of Drug Misuse, a maximum of once per Service Provider per three-year period.